

IDPH AmeriCorps Quarterly Report Guidance

Mentoring Certification Status

It is a requirement within the RFP of the IDPH AmeriCorps Mentoring Program for all agencies to be certified or to become certified within the first contract year by the Iowa Mentoring Partnership. As an AmeriCorps member, you may be asked to help with certification if the agency is not already certified. In the Narrative box, describe the progress being made with your agency to work towards certification through the Iowa Mentoring Partnership. If your agency is already certified, your host-site supervisor should be able to get the date of certification for you.

IDPH AmeriCorps Mentoring Programs Progress

In this section, you will need to record separately the number of Mentors, Volunteers and One-Time Volunteers who you have recruited. You will also be asked to record the number of hours the Mentors, Volunteers and One-Time Volunteers served for that Quarter. You will also be asked to record the Cumulative hours (total number of hours since your start date for the IDPH AmeriCorps Mentoring Program) for the Mentors, Volunteers and One-Time Volunteers you recruited. This information is required by the Corporation for National and Community Service and also by the Iowa Commission on Volunteer Service.

- Mentors=Mentors who you recruited who will be or are matched with a mentee.
- Volunteers=People who regularly, or more than once, assist with your mentor program who you recruited.
- One-Time Volunteers=People who assisted one-time with your mentor program who you were responsible for recruiting.

In the narrative box, provide an overview of your experience in recruiting your Mentors, Volunteers and One-Time Volunteers.

One Great Story

Record “One Great Story” from your mentoring experience this quarter. It should reflect the positive work you are doing in your mentoring program and how you are making a difference for mentors, mentees, your agency or your community; or how the experience is making a difference for you.

List any challenges you are experiencing this quarter and how you are working to address these challenges within the narrative box for Challenges.

Iowa Department of Public Health Mentoring Program Goals

Sustainability Plan

One of your goals is to create a sustainability plan or to help update an existing one for your agency. In the narrative box in this section, discuss the status of your work in creating or updating the mentoring

sustainability plan for your agency. In this section, also include any training or guidance provided by IDPH in regards to sustainability planning during the quarter.

Substance Abuse Training

One of your goals is to create and facilitate a total of 3 Substance Abuse Prevention education trainings. In the narrative box, discuss your experience in working with other members and your host-site in creating and/or facilitating your Substance Abuse Prevention presentations.

Service Project Information

During your term as an AmeriCorps member, you are required to participate in at least one Day of Service. You may participate in even more as long as you abide by the Requirements for Organizing Day of Service Projects found in your Member Handbook. Enter the number of projects you participated in for the quarter as well as a narrative about your experience.

Training

Training is an integral part of the IDPH AmeriCorps Mentoring Program. Required IDPH trainings, in addition to training your host-site supervisor wanted you to attend, should be recorded in this section.

Technical Assistance or Training Needed

Enter any technical assistance or training you believe would be beneficial in helping you accomplish your goals or enhance your term of service.

Host Site Services

Provide a summary of the mentoring services your agency provides.

Provide the number of hours your Host-Site Supervisor and agency is providing this quarter, each week on average, during your term of service. In the RFP, supervisors are to dedicate at least 3-7 hours per week, per member, and they are to be located in the same office with the member.

Write a narrative in each of the boxes describing the assistance your Site Supervisor is providing this quarter to help you accomplish each of your goals in building a Sustainability Plan, Mentor Recruitment, and Substance Abuse Prevention Presentation Development and Facilitation.